

**Energy Automation Task Force
Conference Call - Meeting
October 18, 2006
Agenda**

1. Project Update
 - a. Postponement of Automation Implementation to 2008 LIHEAP PY
 - b. Automation Implementation Phase (release) Plan
 - i. Phase 1 – Encompasses the automation of data collection, program data reporting, and reimbursement for DOE WX and LIHEAP Components including: WPO, WX, Cash Assistance
 - ii. Phase 2 – Administrative features, reporting (output), disaster/emergency crisis services
 - iii. Phase 3 – Closeout, Excess Revenue Activity Reporting (i.e., direct services only)
 - c. Automation implementation to begin with the commencement of the 2008 LIHEAP PY
2. LIHEAP and DOE Updates
 - a. Anticipate very minor changes in Reporting & Policy
 - b. All the policy considerations and expanded reporting requirement applicable to automation will be deferred till the 2008 LIHEA and DOE PYs
 - c. 2007 LIHEAP PY – Start date January 2007
 - d. Target date for 2007 LIHEAP Contract Draft – November 1st
3. Project Schedule
 - a. CATS Project Schedule – Review and Discussion
4. Project Organization
 - a. CATS Project Organization Chart - Review and Discussion
 - b. Define working groups roles and responsibilities
 - i. Technology Team
 - ii. On-line User Group
 - iii. Weatherization Working Group – Business Rule Development and Defining Basic System Requirements
 - iv. Energy Automation Task Force
 - c. Working Group Coordination
 - i. Determine the best methods for vetting concepts/ideas and providing input/feedback to CSD
 - ii. Communication
 - iii. Sign-off and approval
5. Training and Workflow Design
 - a. Discussion

6. Future Meetings

- a. Continue meetings with the Weatherization Working Group to aid in the development of concept screens to provide a visual depiction of data input requirements for customer, dwelling, and job detail (i.e., measures)
- b. Convene meetings with On-line Subcommittee Committee
- c. EATF – Reconvene regular meetings beginning January 2008